

## Lester Public Library of Rome Study Room Policy

### Purpose

The Lester Public Library of Rome's mission is to provide quality, high-interest materials and services which fulfill educational, informational, and recreational needs of our community and surrounding areas. In support of this mission, the Library provides spaces appropriate for public gatherings and lends these spaces to groups in the community. This policy is intended to govern the free use of these spaces by non-Library entities. The Library does not endorse the policies, activities or the views expressed by any group or organization during a meeting or event.

### Room Accommodations

The study room has available seating for six (6) individuals or organizations to work in a quiet environment or meet privately. People using the room should keep in mind that the library is a public facility. Behavior that is disruptive to regular operations of the Library or which could possibly be dangerous to library users or library staff will not be tolerated. The Library reserves the right to stop meetings that are disruptive to library operations. People that disturb library operations may be denied future use of the study room.

The Library is under video surveillance.

### Availability

1. The Library reserves the right to cancel a reservation by the general public whenever the room is needed for Library purposes. In addition, the library reserves the right to cancel reservations due to unexpected community needs or an emergency situation.
2. Reservations shall be taken by the Library Director or staff on a first come, first serve basis no more than six (6) months in advance.
3. Room is not available for classes conducted for profit, selling of goods or merchandise.
4. The room may be reserved for a maximum of 4 hours per day, unless approved by the Library Director or staff.
5. The room may be used by walk-in patrons if there are no standing reservations.
6. The study room use is restricted to regular Library hours of operations.

### Use of Facilities

1. Alcoholic beverages, smoking or illegal drug use are prohibited.
2. If food or beverages are consumed, all waste must be placed in the proper containers.
3. Decorations, wall hangings, and presentation materials may not be fastened to walls, ceilings, or fixtures.

### Conditions of Study Room Use

1. Allow Library staff to enter and remain in room at any time.
2. Do not disrupt the use of the library by others.
3. Do not exceed designated maximum room capacity.
4. Remove all food and beverage items and dispose all refuse in the waste and recycling containers provided.
5. Leave area in good condition.
6. Turn off lights.
7. The study room must be vacated **10 minutes** prior to closing.

### Damage

Patrons will be charged for damage to the room beyond normal wear and tear. Any and all damage is the sole responsibility of the person reserving the room. Future room use may be denied at the discretion of the Library Director or staff.

### Disclaimer

The Lester Public Library of Rome and the Town of Rome assume no responsibility what so ever for any or all liability for loss and/or damages to personal property which may be sustained due to a group or organizational use of the library meeting room. The fact that a group is permitted to use the library's meeting room does not in any way constitute endorsement of the group's policies or beliefs by the library. No advertisements or announcements implying such support shall be permitted.

This policy has been established by the Library Board and is subject to change based on need or circumstance.

Approved by the Library Board on 06/14/2019

Reviewed, Amended and Approved by the Library Board on 04/14/2023